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NASA Procedural Requirements

NPR 3335.1G

Effective Date: July 18, 2005

Expiration Date: July 18,
2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Internal Placement of NASA Employees**Responsible Office: Office of Human Capital Management**

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Appendix A: Information Required for Competitive Placement Plan Records

At a minimum, the following information is to be maintained for each Competitive Placement Plan action, in accordance with NPR 1441.1, NASA Records Retention Schedules, for a period of 2-years from the closing date of the action. Closing date means the effective date of the resulting personnel action or the cancellation of the Competitive Placement Plan action. In the case of a complaint of discrimination or grievance, the Competitive Placement Record becomes a part of the complaint or other appropriate file, and its destruction or scheduled disposal is modified accordingly. Case files are normally maintained electronically, and there is no requirement to maintain a hard copy record.

- a. A description of the position.
- b. The vacancy announcement.
- c. Identification of repromotion, special placement consideration, and/or other required priority considerations.
- d. Qualification standard(s) used (by reference) and justification for any selective factors.
- e. A description of the job-analysis process that was used to identify the skills or competencies and the names and titles of those participating in it.
- f. A listing of the skills or competencies (and relative importance) and a description of the way in which these were used to evaluate candidates.
- g. The documents used in evaluating candidates.
- h. Names of the applicants as they appeared in the final ranking.
- i. The selection certificate(s).
- j. Names of those selected.
- k. Any other information necessary to reconstruct the action completely.

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